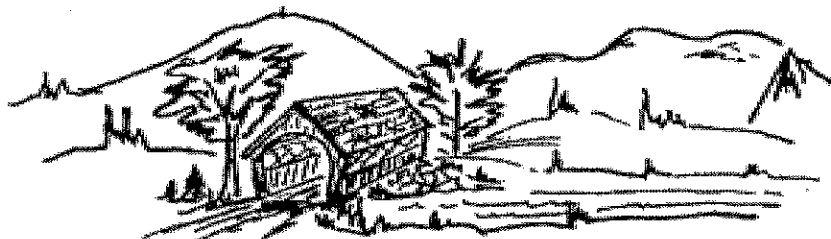


**TOWN of  
ANDOVER**

P.O. Box 61  
Andover, NH 03216-0061  
(603) 735-5332

Incorporated 1779



Date Received: \_\_\_\_\_

Date Accepted as Complete: \_\_\_\_\_

**APPENDIX D TO, AND FORMING PART A PART OF,**  
**THE ANDOVER SUBDIVISION REGULATIONS**

Town of Andover Planning Board

Application for Boundary Line Adjustment, Lot Line Adjustment, or Annexation Approval  
(Required by NH RSA 676:4)

Anyone intending to annex a portion of an abutting parcel or lot must first receive Planning Board approval for the annexation. Failure to have this approval prior to sale of a portion of a lot is subject to criminal and civil penalties. (NH RSA 576:17)

This application should be used for the annexation of land, whereby an abutting parcel is divided and merged with an existing lot of record to form a new larger lot. The annexation process shall not create any additional lots, nor shall it create lots that are non-conforming to the terms of the Andover Zoning Ordinance.

A completed application should be delivered to the Secretary or Chairman of the Board at least fifteen (15) days before the next regular Board meeting. The proposal will then be put on the agenda for the next meeting convenient to the Board.

If the Board finds that the application is complete and all filing fees have been paid, the application will be accepted for review. A public hearing will then be scheduled with statutory notice provided so that all interested persons will have an opportunity to attend and comment.

The Board normally acts on routine applications immediately following the public hearing. State law requires the Board to begin formal consideration of the application within thirty (30) days of acceptance for review and must act to approve or disapprove within ninety (90) days. Upon request by the Planning Board, the time for action may be extended by the Select Board by an additional ninety (90) days.

APPLICANT NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

TAX MAP AND LOT: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

CONTACT INFORMATION: \_\_\_\_\_

APPLICANT AGENT: \_\_\_\_\_

a) If owner is not the applicant, attach letter of authorization from the property owner

b) If the applicant appoints an agent, all communications between the Board and the applicant will be through the agent

CONTACT INFORMATION: \_\_\_\_\_

**FEES:** The application will not be accepted for review until all fees set forth in the Board's current fee schedule are paid. In addition, the Board may, through these regulations, provide for the assessment of reasonable fees to cover the Board's administrative expenses and cost of special investigations and for the review of documents and other matters which may be required by particular applications.

### **PLANS AND DOCUMENTS TO BE SUBMITTED**

The following plans and documents must be submitted with the application or the requirement of submission must be waived by the Board, if justified in writing by the applicant to the Board's satisfaction; otherwise the application will not be complete and will not be accepted by the Board for review. Provide two (2) copies of each item except as otherwise specified:

I. **MAPS**

A. **Site Survey:**

The Site survey will show the following information and conform to the following specifications:

1. Be in permanent black ink on permanent reproducible polyester film, submitted in one (1) polyester film copy (for registration with the Merrimack County Registry of Deeds) and two (2) blue or black line paper prints (one paper copy each for the applicant and for the Board.) An applicant may submit additional copies for signature if required for other purposes.
2. Have sheet sizes in accordance with requirements of the Merrimack County Registry of Deeds but not smaller than 20" x 30" or as otherwise permitted by the Board.

3. Have scale no smaller than one hundred (100) feet per inch unless otherwise permitted by the Board.
4. Be signed and sealed by a NH Registered Surveyor or Engineer.
5. Show complete boundaries and area of entire parcel; north point, bar scale, date, and dates of any revisions.
6. Show existing and proposed lot lines, angles, and dimensions, lot sizes in square feet or acres, monuments at lot corners.
7. Show location of existing and proposed easements\* and areas affected by existing and proposed covenant, reservations and restrictions, benefitting or burdening the property.
8. Show location of existing and proposed utilities, wells, septic systems, building, drives, parking areas, storm water drainage lines, drainage structures, and drainage ways.
9. Show location and type of all proposed and existing survey monuments.

\*Note: "easements" include old wells, water rights, and rights-of-way.

#### B. Topographic Map

The topographic map shall be drawn to the same scale as the site survey and shall show existing topography and proposed changes in topography at the following intervals:

<u>Grade</u>	<u>Contour Interval</u>
0-2%	2-foot plus spot elevations
2+-5%	2-foot
5+%	5-foot

Also, all low points, high points and other areas needing spot elevations should be shown. Contours should be shown in dashed lines. Contour lines shall extend a minimum of two hundred (200) feet beyond the subdivision boundary. Contour lines are to be actual and not interpretations of USGS maps.

#### II. SOILS

Results of all soil tests including dates, locations, percolation rates, soil profile with depth to ledge, clay, hard pan, and existing and seasonal high-water table.

III. SEWAGE DISPOSAL

All proposed sewage disposal plans must be designed and constructed, at a minimum, in compliance with State Design Criteria. More stringent standards may be imposed in specific cases.

IV. SURFACE WATER RUNOFF, SEDIMENTATION, AND EROSION

All plans to control surface water runoff so as to protect surface water quality and prevent sedimentation and erosion.

V. PRESERVATION OF SIGNIFICANT NATURAL AND HISTORIC FEATURES

Identify and describe plans for the preservation and protection of significant scenic points, brooks, streams, water bodies, marshes, wetlands, wildlife habitat, other natural resources and historic buildings and features.

VI. CONSTRUCTION PLANS

Plans of all areas to be disturbed for construction of drives, drainage ways, septic systems, buildings, erosion and sediment control structures, and other areas to be disturbed for the construction of improvements shall be made with existing topography shown in dashed lines and proposed contours shown in solid lines at a contour interval no greater than two (2) feet plus spot elevations.

VII. TITLE MATTERS

Provide one (1) copy of each of the following:

1. All present or proposed easements, covenants, reservations or restrictions benefiting or burdening the property. The location of all areas affected or to be affected thereby shall be clearly identified by appropriate reference to the site survey.
2. Names and addresses of all persons having a beneficial interest in the property.
3. Most recent deed to the property.

VIII. ADDITIONAL INFORMATION AND WAIVERS

The Board reserves the right to call upon the applicant for additional information in the course of reviewing the proposed annexation. All such call will be in writing, addressed to the applicant or his agent.

For good cause shown and only upon written request by the applicant, the Board may grant waiver(s) to some of these requirements.